Ambassadors in Action

April 2005

Greetings!

The Ambassador Program enjoyed another successful year in 2004-2005. *Thank you* to those Ambassadors who were able to participate in events throughout the year. I am looking forward to working with you and having another successful year in 2005-2006!

Professional Development for Ambassadors

Last April, Ambassadors were surveyed about the Ambassador Program. One of the survey questions asked for suggestions on professional development. Survey results indicated that the number one recommendation for professional development was public speaking / presentation skills. As a result, a *Presentation Skills for Ambassadors* session was held on Wednesday, March 16, 2005. The session was designed to support Ambassadors in their role and assist them when they attend career fairs and career forums or other class presentations, when they do presentations in their workplace, and perhaps even in their everyday conversation.

Darren Dansereau, a Canadian Equity Trader with the Investment Management Division of Alberta Finance and an active member of Toastmasters International, shared his public speaking expertise and experience with the Ambassadors who attended the session. Darren spoke about various topics including: the different types of presentations, parts of the presentation, the importance of knowing your audience, body language, visual aids, handling a question and answer period, and impromptu presentations. The question and answer period generated interesting and informative discussion.

Of the Ambassadors who attended the session and completed the Evaluation Forms, 100% of respondents strongly agreed / agreed that they learned tips and techniques that they can practice and incorporate into their presentations and 100% of respondents were satisfied with the opportunity for professional development.

Promoting the Alberta Public Service

Career fairs and forums continued to be the main avenue for Ambassadors to promote the diverse career opportunities and challenging and rewarding work that the Alberta public service has to offer. In 2004-2005, Ambassadors from across the province participated in 12 career fairs and 12 career forums / employer information sessions that were coordinated through the Ambassador Program. In addition, Ambassadors also participated in numerous ministry initiatives that were geared to specific occupational groups that fit their ministry's recruitment needs. Thank you to everyone who helped to make each of these events a success!

Highlights from 2004-2005

- The Ambassador Program sported a new look! The large display, tabletop display, and portfolio covers were updated to reflect the new recruitment advertising design.

- Promotional materials included a new postcard promoting the APS, sunglass holders, rulers, and portfolio information packages. (Portfolios are for use at career forums and class presentations.)
- Two orientation sessions for new Ambassadors were held in September.

Highlights continued...

- The Employee Expo held in October was a great success thanks to the Lead Ambassadors who coordinated their ministry booths and the Ambassadors who shared their knowledge and enthusiasm with individuals visiting the booths.
- An Information Sheet for Career Fairs and Career Forums was developed to assist Ambassadors attending these events answer those "frequently asked questions."
- The Aboriginal People Sub-team developed a list of schools / associations to contact in order to identify career fair / presentation opportunities and an outline for a cultural awareness training session for Ambassadors.
- A session on Presentation Skills for Ambassadors was held in March.
- Anti-fatigue mats were purchased to support Ambassadors standing for long periods at career fairs.
- Highlighters were purchased as a new promotional item for 2005-2006.
- The Ambassador Program provided several ministries with the APS display boards, portfolios, postcards, sunglass holders, and rulers for their use at ministry specific events.
- Ambassadors participated in 12 career fairs and 12 career forums / employer information sessions.
- Ministries continued to tailor the Ambassador Program to meet their own recruitment plans and needs. For example, participation in career fairs / forums, information interviews, job shadows, development of promotional materials, a career website and slideshow presentation.
- Ambassadors who participated in events from April to March received thank you letters from the Public Service Commissioner. 130 Ambassadors received thank you letters!

The Employee Expo Experience

A Quick Look at 2005-2006

Lead Ambassadors will meet on May 17 to finalize priorities for 2005-2006. The Aboriginal People Sub-team and Mid-Career Audience Sub-team will continue to be a focus for the Ambassador Program. Notice of upcoming events will be provided in the next edition of the newsletter, which will be published in August.

We Want to Hear From You!

We're interested in your thoughts and ideas! If you have suggestions for the Ambassador Program, or feedback on the newsletter, or if you have an article that you would like to contribute, please contact kim.smith@gov.ab.ca.

The next edition of the Ambassadors in Action Newsletter will be Summer 2005.